Online Registration Instructions

2. Click on Student tab.
   a. In the Navigation Bar located on the left hand side, click on the folder labeled Academic Information.
   b. Click on the Registration link in the Navigation Bar.
   c. Click on the Online Registration in the Navigation Bar.
3. If there are any holds, they will be listed here. Contact Student Accounts at 701-355-8143 for financial holds (check and pay the account online by using your PIN and ID or call 701-355-8082).
4. Click on Add/Drop Courses

To Add Course: (After steps 1-4 above)

1. Select the correct Term from the dropdown list or select the year/term displayed.
2. Select the Department and Division for the course and click Search.
3. Under the Add column, check the course(s) you want to register for and click Add Courses.
4. A message stating that the course was successfully added will appear.
5. Verify in the **Your Schedule** section for the term.

To **Drop** a Course: (After steps 1-4 above)

1. Select the correct **Term** from the dropdown list or select the year/term displayed.
2. Select the **Department** and **Division** for the course and click **Search**.
3. View your registrations in **Your Schedule** just below the **Course Search** window. Under the **Drop** column, check the course(s) you want to register for and click **Drop Selected Courses**.
4. The correct **Course’s drop box** at the bottom of the page. Choose **Add/Drop Courses**. A message stating that the course was successfully dropped will appear.
5. Verify in the **Your Schedule** section for the term.

To **Print Schedule**: (After steps 1-4 above)

1. Return to the **Academic Information** folder on the left hand navigation bar.
2. Click on **Schedules and GPA**.
3. Click on **All My Courses**.
4. In **Show**, select **Past, Current, or Future** to display your course schedule.
5. Clicking on the **Printer Friendly** link to view printable screen.

6. Select **Send to Printer** in the upper left corner or **Exit Print Mode**.
7. Select **Exit Print Mode** to return to the previous page.